

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

DEPARTMENT OF VETERANS AFFAIRS
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
VA National Academic Affiliations Council (NAAC)
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
Secretary of Veterans Affairs
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
<p>The Council will advise the Under Secretary for Health and the Secretary of Veterans Affairs on matters affecting partnerships between VA and its academic affiliates. The Council is charged with providing advice and recommendations on: (1) a statement of values and principles to guide VA's relationships with the academic community; (2) strategies for effective communication about academic affiliations between VA and relevant stakeholder organizations; (3) mechanisms to expand mutually advantageous affiliations between VA and the academic community; (4) opportunities to better align the missions and operations of VA and its academic affiliates; (5) guidelines for joint strategic, tactical and operational planning by VA and its academic affiliates in areas of partnership; (6) policy, regulatory and administrative impediments to effective affiliation management; (7) performance standards and measures for VA and its affiliates to optimize academic productivity and affiliation management; (8) administrative and support services needed from VA and its affiliates to advance VA's academic mission; and (9) mechanisms to facilitate strategic alliances and/or joint ventures between VA and Academic Medical Centers.</p>
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>The Council will be comprised of not more than 12 members. Specific expertise relevant to the mission/function of the Council includes experience in health professions education, clinical workforce development, and special competence to evaluate and improve VA relationships with the national academic community. This expertise will be evident by experiences such as: direct and long standing familiarity with health professions education in a discipline or disciplines, in a leadership position; knowledge and expertise in innovation in health professions education; direct knowledge and/or participation in affiliation relationships with VA; or direct experience in health systems similar to or comparable to VA. In addition, the Chief Academic Affiliations Officer and a Veterans Integrated Service Network Director will be ex-officio voting members of the Council. Other Council members shall be appointed by the Under Secretary for Health and shall serve as objective advisors, and not as representatives of any organizations for whom they may otherwise be serving. Several members may be Regular Government Employees (RGE), but the majority of the Council's membership will be Special Government Employees (SGE).</p>

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

VA will strive to develop a committee membership that represents members with diverse professional and personal qualifications: experience in military service, military deployments, working with Veterans; professional background and specialty; and committee subject matter expertise. The Council shall represent, to the extent possible, Veterans of diverse eras and branches of service and diversity in race/ethnicity, gender, religion, disability, and geographical background.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

The Designated Federal Officer (DFO) will solicit candidate names from within VA and the national health professions community. The DFO will develop a candidate list and then coordinate with VA's Committee Management Officer (CMO) to submit the best qualified candidates for consideration and approval by the Under Secretary for Health (USH). The resulting top candidates will be contacted for interest and availability. Formal letters of invitation to serve on the Council will be extended by the USH. As vacancies occur, the DFO will seek replacements by these same mechanisms. Council members will be appointed for a two-year term, with a possible extension of service for an additional two years. Council members may serve no longer than two terms on the committee unless the DFO, in consultation with the CMO, provides specific justification in a membership approval package for additional terms of service.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The National Academic Affiliations Council does have subcommittees as necessary and appropriate. NAAC subcommittees are issue and time-specific and report their activities directly to the NAAC for further discussion and action. NAAC subcommittees are not subject to FACA requirements.

(8) OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

August 14, 2014

